

**CARL D. PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT OF 1998  
AND/OR STATE VOCATIONAL EDUCATION  
AMENDMENT APPLICATION FOR FISCAL YEAR 2002**

**CHECK ONE:** \_\_\_\_\_ **Secondary** \_\_\_\_\_ **Post Secondary**

<b>A. PROJECT NUMBER:</b>		<b>B. ELIGIBLE RECIPIENT:</b>				
<b>C. COUNTY:</b>				<b>D. COUNTY CODE:</b>		
<b>E. CONTACT PERSON:</b>			<b>F. TEL #:</b>		<b>G. FAX #:</b>	
<b>H. CONTACT PERSON E-MAIL ADDRESS:</b>				<b>I. AWARD AMOUNT: \$</b>		
<b>J. Reason funds will not be expended as approved (attach additional pages, if necessary):</b>						
K. EXPENDITURE CATEGORY	L. FUNCTION & OBJECT CODE	M. APPROVED BUDGET		N. AMENDED BUDGET		O. INCREASE/ DECREASE
		Program Cost	Admin. Costs	Program Cost	Admin. Costs	
<b>INSTRUCTION</b>						
Personal Services - Salaries	100-100					
Purchased Professional & Tech. Services	100-300					
Other Purchased Services	100-500					
General Supplies	100-600					
Other Objects	100-800					
<b>SUBTOTAL INSTRUCTION</b>						
<b>SUPPORT SERVICES</b>						
Personal Services - Salaries	200-100					
Personal Services-Employee Benefits	200-200					
Purchased Prof.-Ed Services	200-300					
Purchased Prof.-Ed. Serv.-Educ. Consultants	200-320					
Purchased Property Services	200-400					
Other Purchased Services	200-500					
Travel	200-580					
Supplies and Materials	200-600					
Other Objects	200-800					
Indirect Costs	200-860					
<b>SUBTOTAL-SUPPORT SERVICES</b>						
<b>FAC ACQ &amp; CONSTRUCTION SERV</b>						
Buildings	400-720					
Instructional Equipment	400-731					
Noninstructional Equipment	400-732					
<b>SUBTOTAL-FACILITIES ACQUISITION &amp; CONSTRUCTION SERVICES</b>						
Schoolwide Programs: Abbott	520-930					
Schoolwide Programs: Non-Abbott	520-932					
<b>TOTAL PROJECT EXPENDITURES</b>						
<b>P.</b> Approved by Chief School Administrator/College President/Agency Head:		Signature: _____ Date: _____				
<b>Q.</b>						

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**INSTRUCTIONS**

All Amendment Applications must be submitted prior to March 29, 2002

Check appropriate line for Secondary or Post Secondary Spending Plan

- A. through H. Complete all identifying information;
- I. Enter the allocation amount listed on the Notification of Award received by the LEA/college/state agency;
- J. Provide a brief but specific description why funds will not be expended as approved. Use additional pages if necessary;
- K. and L. Be certain that the appropriate Expenditure Categories and Function and Object Codes are addressed by the Amendment;
- M. Enter **all** funds by Function and Object Code **from the originally approved budget or from the most recently approved amended budget. All approved costs** must be entered **even if no change** will be recorded. This is necessary since this document will become **the new budget summary** and will be referred to as such in all reports. Complete all subtotal and total lines;
- N. **Enter the amended budget request** amount by Function and Object Code **reflecting any prior changes** made by the eligible recipient (i.e., cumulative changes less than 10% of the award amount). Complete all subtotal and total lines;
- O. Enter the amount of the increase or decrease of funds for each Function and Object Code. **If no change enter 0 (zero).** Complete **all** subtotal and total lines;
- P. Signature of CSA/College President/Agency Head and date of signature;
- Q. Signature of Board Secretary/Chief Financial Officer and date of signature; and
- R. Date of board approval for submission of amendment application.

**Budget Detail:**

**(Required for budget changes)** Using the forms from the grant recipient's most recently approved spending plan (including any amendments), revise the Budget Detail form(s) and/or submit new forms to accurately reflect the proposed budget changes. Submit the revised Budget Detail forms as part of the Amendment Application. The revised Budget Detail forms should reflect any cumulative changes that have already been made in the budget.

**Send this completed amendment application, before March 29, 2001, to:**

Dr. Thomas Henry, Director  
New Jersey Department of Education  
Office of School-to-Career and College Initiatives  
PO Box 500  
Trenton, NJ 08625-0500